

INSTRUCTIONS FOR APPLYING FOR S-LICENSE

EMPLOYEE CERTIFICATE OF CLEARANCE

A. Description

No person may be employed by an S-license holder ("S-licensee") without first obtaining a Certificate of Clearance from the Department of Public Safety. An S-licensee is a person engaged in the security systems business who has obtained a license from the Department of Public Safety to install, repair and offer maintenance to security systems and other similar devices and systems. The Certificate of Clearance requirement applies to all employees of the S-license holder including support staff, administrative staff, maintenance staff, management, IT staff, and systems installation professionals.

An S-licensee may employ as many employees as necessary. Prior to an employee commencing work, however, the S-licensee must complete an "Attestation For Certificate of Clearance" form for the employee and submit it to the Department of Public Safety. If approved, the Certificate of Clearance will be issued to the employee by the Department of Public Safety and will be valid for two years. Additionally, the Certificate of Clearance is only valid as long as the employee is employed by the S-License holder who submitted the application on the employee's behalf. Accordingly, an S-license holder must obtain a new Certificate of Clearance for all new employees regardless of whether the person was previously issued one through a different company.

B. Criminal Background check

It is the responsibility of the S-license holder to conduct a Criminal Background check on all candidates for the Certificate of Clearance. In order to obtain a Certificate of Clearance for an employee, the S-licensee must complete an Attestation form and submit it to the Department. The form attests to the fact that the S-licensee has completed a criminal background check on the employee within 30 days of the submission of the application. It is important to note that S-licensees have been granted clearance from the Criminal History Systems Board (CHSB) to request and receive the criminal record (CORI) of their employees for purposes of obtaining a Certificate of Clearance. However, in order to activate this clearance, S-Licensees must submit an "Individual Agreement of Non-Disclosure and Statement of CORI Certification Compliance." The form is attached below and can also be downloaded from the Criminal History System Board's website: http://www.mass.gov/Eeops/docs/chsb/cori_cert.pdf. The S-licensee must note on the form that the reason for the application is for purposes of complying with Department of Public Safety requirements. These documents must be sent to the CHSB, not the Department of Public Safety.

Once the individual S-licensee clearance is activated by the CHSB, the licensee may request the criminal record (CORI) for an employee from the CHSB. The CHSB will notify the S-licensee in writing of the approval and send an instructional packet as to how to go about ordering criminal records. In order to obtain a criminal record on a specific individual, the employer must first have the employee sign a CORI request form. The form will be included in the packet sent to the S-licensee by the CHSB upon approval of the application. That is the only form that may be used for these purposes though it may be photocopied. The completed request form must be forwarded to the CHSB, not to the Department of Public Safety. Upon receipt of

the criminal record from the CHSB, the S-licensee must review it to determine whether the employee has been convicted of any disqualifying crimes.

Individuals with felony convictions or convictions for crimes of moral turpitude may be issued a Certificate only at the discretion of the Commissioner of Public Safety. Individuals with such convictions on their records should include a copy of their criminal record along with any documentation explaining the conviction(s) along with the application for the Commissioner's consideration. In order to determine whether a crime is a felony or crime of moral turpitude, please reference the "S-License- Crimes Classification Chart" by logging on to the Department's website: www.mass.gov/dps. Felonies are highlighted in red and crimes of moral turpitude are highlighted in yellow. All crimes not highlighted in red are misdemeanors. All crimes of moral turpitude are misdemeanors.

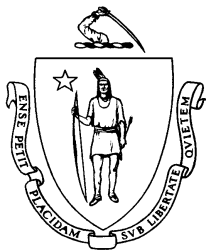
C. Requirements of the Application

In order to obtain a Certificate of Clearance, the application packet must include all of the items listed below. Incomplete or illegible applications will be returned to the S-license holder and no Certificate of Clearance will be issued to the employee. The submission must include:

1. Completed attestation form (below).
2. A legible copy of a government issued photo identification issued to the employee and signed by them (e.g. driver's license).
3. The signature of both the employee and the S-licensee submitting the application.
4. A check made out to the "Commonwealth of Massachusetts" for the non-refundable \$50.00 application fee.

Please do not mail a copy of the individual's criminal record with the application unless they have been convicted of a felony or crime of moral turpitude. All of the above listed items should be mailed together to:

Department of Public Safety
Certificate of Clearance application
One Ashburton Place, room 1301
Boston, MA 02108



The Commonwealth of Massachusetts
Department of Public Safety

One Ashburton Place, Room 1301

Boston, Massachusetts 02108-1618

Phone (617) 727-3200

Fax (617) 727-5732

ATTESTATION FOR CERTIFICATE OF CLEARANCE

This application must be completed by an S-licensee for each person employed by them.

Please include the following items with the application:

- A non-refundable check made out to the Commonwealth of Massachusetts for \$50.00
- A legible copy of a government issued identification (ex.: driver's license) bearing the employee's photograph and signature.

PART I. Employee Information:

Full Name _____

Social Security # _____

Home address _____
(Street) (City/Town) (State) (Zip Code)

Daytime Telephone No. _____

E-mail address _____

Name of Employer _____

Employer's Address _____
(Street) (City/Town) (State) (Zip Code)

Employer's Telephone No. _____

Employee's job title and responsibilities _____

Date of Birth _____ Place of Birth _____

Mother's Full Maiden Name _____

Mother's Place of Birth _____

Father's Full True Name _____

Father's Place of Birth _____

Please list the names and addresses of all of the applicant's employers over the last three years.
(You may attach additional sheets if necessary)

Please list any professional licenses held by the employee:

I hereby attest under the pains and penalties of perjury that the above information was provided to me by the employee. To the best of my knowledge, all provided information is accurate.

Signature of S-License holder S-license number expiration date of license

I hereby attest under the pains and penalties of perjury that the above information is accurate.

Signature of employee

PART II. Criminal Background Check Report:

Have you completed a criminal background check on this employee in the past 30 days?

- ☐ Yes
☐ No, the following information was obtained from a criminal record report received on the following date _____

Has the employee disputed the results of the criminal background check?

- ☐ Yes

☐ No

If you answered “yes” to the previous question, please explain the dispute. (You may attach additional sheets if necessary).

According to the criminal background check, the employee:

- ☐ Has no record
- ☐ Has been convicted of at least one misdemeanor
- ☐ Has been convicted of at least one felony

**** Please review the Department of Public Safety’s “S-License Crimes Classification Chart” to determine whether a crime is a misdemeanor or a felony. The chart can be viewed on the DPS website.**

If the applicant has been convicted of a misdemeanor, please indicate whether the misdemeanor(s) is a crime of moral turpitude.

- ☐ No, the applicant has not been convicted of a crime of moral turpitude.
- ☐ Yes, the applicant has been convicted of a crime of moral turpitude (please indicate the crime(s))

**** Please review the Department of Public Safety’s Criminal Classification Chart for each misdemeanor to determine whether the misdemeanor constitutes a crime of moral turpitude.**

If the applicant has been convicted of a felony or crime of moral turpitude, the circumstances surrounding the conviction may be explained below. The Commissioner will consider reasonable explanations in determining whether to issue a Certificate of Clearance. Please also attach a copy of the individual’s criminal record and any other supporting documentation the applicant wishes to be considered.

I hereby attest under the pains and penalties of perjury that the above information relative to the

criminal background check is to my knowledge true and complete.

Signature of S-license holder

S-license number

Date

REV 10-08